

RECORDS SERIES PROFILE  
RECORDS RETENTION SCHEDULE  
APPLICATION #900226-02

SCHEDULE #: 90-114

EFFECTIVE DATE: 10/1/90

Agency Code: 414-021  
Agency: Education  
Creating  
Office: Program Development and Student Support Division

Series  
Title/Dates: "Student Support Unit Consultant's Conference/  
Workshop Files," 1977 and continuing

Access: Open  
Class: Individual

Related To: Training programs, services, and technical assistance  
to local school systems and various professional  
councils, task forces, associations, and committees

Arrangement: By fiscal year, thereunder by meeting date

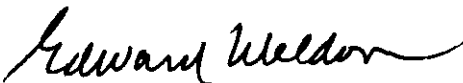
Retention  
Requirement: Administrative: five (5) years

Media: Paper

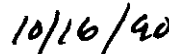
Disposition  
Instructions: Cut off at end of fiscal year,  
Hold in current files area five (5) years, then,  
Destroy.

NOTE: Upon completion of each meeting or workshop, remove all  
reference materials (brochures, articles, publications) and  
place in Central Reference File. These materials are covered by  
Statewide Common Schedule #1, "Reference Publication Files."

This records retention plan gives the State Records Committee approved  
retention instructions for the named records series by the named  
creating office.



Edward Weldon  
Secretary of State Designee



Date